

Public Information Requests

Princeton ISD

In accordance with policies GBA and GBAA and the Texas Public Information Act (TPIA), Chapter 552 of the Texas Government Code, the Princeton Independent School District (PISD) makes all of its public records available to citizens.

The TPIA does not require governmental bodies to create new information, perform legal research, or to answer questions. The request must ask for records or information already in existence.

Procedures to Obtain Information

In order for PISD to process your Open Records request, it must be in writing, using the Princeton ISD Request for Information Form . We cannot process verbal requests. Your written request should be submitted to Jean Ann Collins, Officer for Public Information.

Submitting Options

- By mailing your written request via United States mail, addressed to: Princeton ISD Open Records Request – Attention Jean Ann Collins, 321 Panther Parkway, Princeton, TX 75407
- By email to: open-records-request@princetonisd.net
- By submitting your written request in person to the Princeton ISD Open Records Request, Princeton ISD Administration Building: 321 Panther Parkway, Princeton, TX 75407

Charges and Fees

Princeton ISD charges those fees authorized by the Texas Public Information Act. The following common fees apply:

- \$15.00 per hour labor charge for locating, compiling, reproducing and redacting information (>50 printed pages or where electronic records exist)
- \$28.50 per hour labor charge for computer programming when required
- 20% overhead fee added to labor charges
- 10 cents per page for letter-sized copies
- 15 cents per page for legal-sized copies
- \$1.00 per CD
- \$3.00 per DVD
- Postage (actual cost)

If we believe fees for your Open Records request will exceed \$40.00, we will provide you with a written estimate of charges. You must respond in writing to the estimate of charges within ten (10) business days, or your Open Records request is deemed automatically withdrawn.

If estimated fees will exceed \$100.00, the District ordinarily requires a deposit of 50% of the estimate before processing the Open Records request, and payment of all remaining fees prior to release of requested records.

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